



Guidelines for the Homeowner Association for The Estates At Westchester Farm

Key Guidelines

1. The purpose of any association action should be to:
 - A. Maintain or increase homeowner's property values.
 - B. Promote a community spirit.
2. The foundation of an effective homeowner's association and low annual fees is volunteers taking ownership of tasks:
 - A. Officers and chairpersons should not be reimbursed. Their actions should be driven from their desire to improve our community.
 - B. Short duration simple tasks should be done by homeowners; e.g. fertilizing the common grounds.
 - C. Homeowners should be encouraged to improve our common grounds and islands, and should be reimbursed for any reasonable costs for supplies and plants, but not labor. The overall environment should be that any reasonable improvement is allowed as long as it goes through the Grounds Committee.
3. There should be a clear record and accountability for each and every use of association funds, (keep in mind that our community now has a reserve of \$70,000+).
 - A. All disbursements from association funds should be done via checks authorized by two or more officers with proper documentation. Petty cash should never be used.
 - B. Finances should be audited annually.
4. Association records should be made as accessible (public) to homeowners as practical.
 - A. The minutes to all Annual, Board of Directors, and Grounds Committee meetings should be posted on the web.
 - B. The President is the caretaker of all official association records, and needs to be responsible in maintaining a well organized set of files.
 - C. Open Board of Director meeting need to be made and attended quarterly.
5. Open meetings with a prayer. All of us are not perfect and need to be humble to ask for God's blessings and guidance.



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Specific General Guidelines

1. Youth should be utilized for more extensive simple tasks; e.g. sweeping up the streets. These tasks should be determined by the start of summer. Church youth groups provide a good supply of workers.
2. Any potential risky job should be done by a insured company; e.g. mowing and snow removal. Any contract should also include the following clauses:
 - A. Contractor shall carry active Insurance of Workmen's Compensation and Public Liability Insurance, and provide certificate of.
 - B. Contractor shall indemnify and hold The Estates At Westchester Farm harmless for any damages or injuries caused by contractor's negligence.
3. Small vs. medium or large plants should be used for landscaping to keep costs down. Doing so permits the ease of using a general handyman to plant, and single homeowner the ability to pick up needed items in a typical vehicle.
 - A. The most important factors for new plants surviving is for new plants to be:
 - a. Planted with black dirt.
 - b. Well mulched.
 - c. Planted in early spring, or after fall rains come.
 - d. Have someone take ownership to make sure new plants stay watered for the first few months.
4. The largest costs for the association are for street repair, snow removal, mowing. Always go out for bids unless a prior low cost contractor has a proven low cost with high quality reputation. Also let contractors know that you appreciate them when they provide high quality work at a good value.
 - A. Street repair costs can be kept low by:
 - a. Using salt as little as possible for snow removal, and then only with Potassium Chloride in designated problem areas.
 - b. Only repairing when an area has gotten bad enough to be on the verge of becoming a pot hole.
 - c. Frequently do preventive maintenance; e.g. sealing and spot repairs.
 - d. State high quality work specifications in any repair contract; e.g. the one used in 2001.
 - e. Getting the community to use only one waste removal company.
 - B. Snow removal costs can be kept low by:
 - a. Having a snow removal contract with specific costs; e.g. the one used for the winter of 2001/2002.
 - b. Not doing any salting or snow removal if the weather is such that the snow will melt soon. If the situation is unclear/gray as to take action or not, don't and save money.
 - i. Keep in mind that many communities get little or very late removal of snow. The liability of keeping a vehicle under control rests with the driver, regardless of the road conditions.
 - C. Not much can be done to keep mowing costs down other than to go out for bids.
5. Use Bryan Middle School for meetings. The school is close and use is free.
6. At the Annual Meeting, set and approve goals for each year. Also provide feedback on achievements and shortcomings.



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Rules for Running Meetings

1. Annual meeting notes are approved at the next meeting following the Annual Meeting, at which a quorum is present. A draft can be issued shortly after the Annual Meeting by the BOD.
2. A measure passes by majority vote if there are more votes for than against.
3. A measure passes by 2/3 if the number of votes for is greater or equal to twice those against.
4. A least 18 homeowners are needed to constitute a quorum, ($\geq 20\%$ of 89 homeowners).
5. Informational presentations may also have Q&A portions. Control of these Q&A portions is first done by the presenter, but may also be done by the meeting director. No motions may be made during these presentations, (any motion must wait to new business).
6. A person can only make informational discussions, (discussions not pertaining to any motion), only if that is part of the agenda, or if permitted after new business by the meeting director.
7. Formally, reports must be approved; however, the chair may choose to assume that the report is approved if there are no stated changes requested or objections. Any report with recommendations, the recommendations must be made part of new business.
8. During times of the meeting that motions can be made, any appropriate motion that is seconded must be discussed and voted on, unless the meeting director interrupts the discussion for a vote to end discussion. This vote to end discussion must pass by 2/3 to take effect, otherwise discussion will continue.
9. People are given two opportunities to discuss a motion. The maximum time limit per discussion is 10 minutes. Everyone who wants to discuss must be given an opportunity before someone can discuss a second time. The meeting director can exercise some latitude relative to these just discussed discussion rules as long as he does not try to manipulate the outcome of the vote.
10. The meeting director can ask for a person discussing an issue to stop if the discussion is clearly diverging from the motion at hand, or if inappropriate behavior is being demonstrated.
11. An unruly homeowner can be asked by the meeting director to leave.
12. The community can vote to prohibit a homeowner from attending future meetings due to unruly behavior; however, a 2/3 approval is required. Any vote would not prohibit that homeowner from voting by absentee or proxy.